

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1685  
**GRADE:** S-13

**TITLE:** PRODUCTION CONTROL SPECIALIST I

**DEFINITION:**

Under supervision, organizes and distributes all computer output for the Data Center; operates forms processing equipment to process output; provides back-up to Production Control Specialist II and III in the more routine phases of their jobs; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is distinguished from the Production Control Specialist II level in that the focus is on sorting and distributing outputs, rather than production scheduling, the key characteristic of the Production Control Specialist II class.

**ILLUSTRATIVE DUTIES:**

Monitors production to anticipate generation of reports and documents ;  
Validates that printer restarts and interruptions are documented and properly processed;  
Prepares all output for distribution, packing and marking boxes for delivery to remote locations and organizing local output for distribution;  
Operates burster, decollater and other equipment to break down output and provide special processing requirements such as decollation of multi-part forms, bursting and trimming of continuous feed forms and check signing;  
Delivers tapes, supplies and other material within the agency;  
Determines job completion status through Job Control Language (JCL) and documents restarted, interrupted and abended jobs;  
Stores and monitors the stock of paper and forms and prepares salvageable paper for pickup;  
Monitors jobs to be run to ensure adequate supplies of various types of paper;  
Assists the "Tape Librarian" with the more routine tasks (e.g., pulling and returning tapes, and documenting tapes that malfunction);  
Maintains backup tapes for Fairfax County Public Schools and delivers them to the computer operators;  
Serves as trainee/backup to Production Control Specialist II.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of production control processes;  
Knowledge of basic office procedures;  
Ability to operate bursting and decollating equipment;  
Ability to assimilate basic automated scheduling processes and Job Control Language;  
Ability to perform detailed tasks accurately.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
High school graduation or a G.E.D. issued by a state department of education.

**CERTIFICATES AND LICENSES REQUIRED:**

Not Applicable

ESTABLISHED:      July 31, 1995